

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA
U.S. PROBATION OFFICE**

PROBATION CLERK

Vacancy Announcement No: 14-08P

This position is a temporary, year and a day position and will be assessed annually with the potential of becoming a permanent position.

Location: Greenville and Raleigh, NC

Salary Grade/Range: CL 23 (\$31,343- \$52,485)*

Promotional Potential: CL 24 (\$34,703 - \$58,137)

*Depending upon experience and qualifications

Opening Date: June 16, 2014

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: June 27, 2014

Description of Vacancy:

The U.S. Probation Office for the Eastern District of North Carolina is seeking qualified applicants for a temporary, full-time Probation Clerk for our Greenville and Raleigh, North Carolina locations. This position provides secretarial/technical support for U.S. Probation Officers. Incumbent furnishes information to a wide variety of people within and outside the court and works under the supervision of a Clerk-in-Charge.

Representative Duties:

Incumbent will perform general phone, reception and clerical duties; use a personal computer (i.e. Word Perfect/Word, Excel); and, compose routine correspondence for officers. Often under tight deadlines, the incumbent will review, format, edit, and disseminate presentence reports developed by officers. Prepares letters, memoranda, forms, petitions, orders, and other court documents. Organizes and prepares new case files for officers in accordance with established case management and imaging procedures and compiles related offender investigative material. Incumbent will prepare and input statistical data to include narrative entries pertinent to case activity and perform other duties as assigned.

Qualifications:

To qualify for the position, an individual must have a high school diploma or GED and have at least 2 years of general clerical experience. Candidate must possess excellent organizational and communication skills and the ability to meet tight deadlines. The successful candidate must also possess word processing and scanning/file imaging proficiency; the ability to work harmoniously with others in a team oriented environment; and, have a thorough knowledge of spelling, punctuation, grammatical usage and exceptional customer service skills. Preference will be given to applicants with a two-year degree and prior legal or criminal justice experience.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check.

Benefits:

Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, and the official AO 78 Application Form. The official AO 78 Application Form may be obtained at www.ncep.uscourts.gov/employment.htm.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. More than one position may be filled by this vacancy announcement. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the “*Code of Conduct for Judicial Employees*” which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-

